



Planning & Development  
Department

TEXT AMENDMENT



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# Planning & Development Department

## TEXT AMENDMENT PROCESS



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### FILING AN APPLICATION

To submit an application, the following information is required:

1. A completed and signed application form. The application form should include the Zoning Ordinance section proposed for amendment, the current Zoning Ordinance text, the proposed amended text, and the purpose of the request. If additional room is needed, a separate sheet or report may be filed.
2. Application fees: Amending Zoning Ordinance Text; \$1,000/section, \$5,000 maximum fee.
3. Any additional supporting material that would justify the proposed amendment.

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### TECHNICAL REVIEW

As the breadth and scope of proposed text amendments can vary considerably, the level of technical review will vary accordingly. In certain instances, a Technical Advisory Committee (TAC) may be necessary. The TAC is composed of representatives of the County's Planning, Transportation, Flood Control, Drainage Review and Environmental Services departments, as well as representatives from any other County department or other interested party that may be affected by or has an interest in the proposed text amendment.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

Staff will provide you with written comments from any party unable to attend the meeting.

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### PLANNING AND ZONING COMMISSION

Prior to public hearing, the Planning and Zoning Commission may choose to discuss the proposed text amendment with the applicant and County staff at a Zoning Implementation Policy, Procedure and Ordinance Committee (ZIPPOR) meeting (see attached schedule). The ZIPPOR meeting provides an opportunity for the Commission to better understand technical issues regarding the proposed amendment.

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the text amendment. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

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### BOARD OF SUPERVISORS

The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

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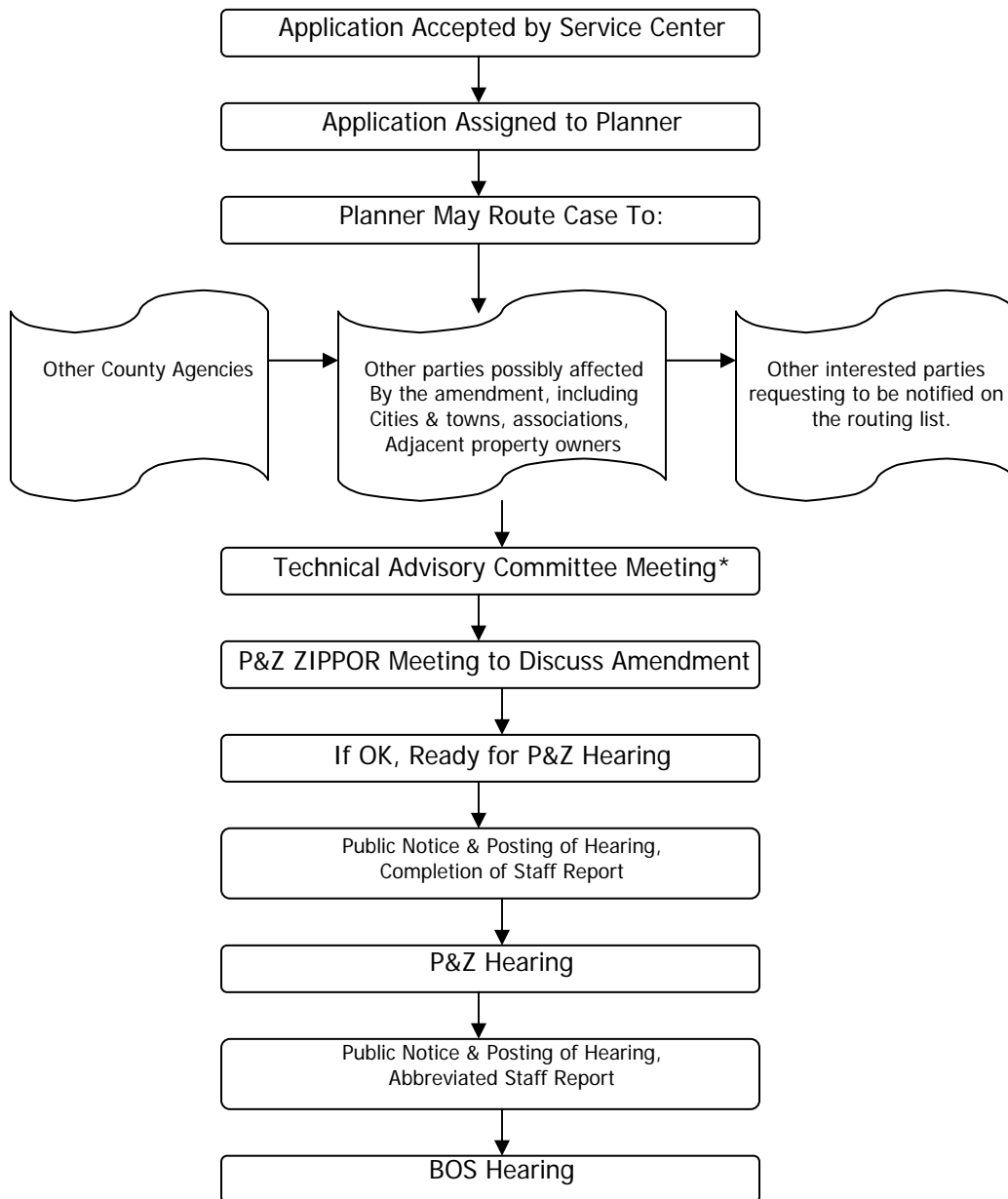
### POST- BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the text amendment becomes effective 31 days after Board action.

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## TEXT AMENDMENT PROCESS FLOWCHART

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*\*May not be required for all cases.*



# Planning & Development Department

## GENERAL APPLICATION



### APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

#### REQUEST:

Project Name: \_\_\_\_\_  
Description of Request: \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_  
Requested Zone (if applicable): \_\_\_\_\_  
Related Case Number: \_\_\_\_\_

#### PROPERTY INFORMATION:

Address (if known): \_\_\_\_\_  
General location (include nearest city/town): \_\_\_\_\_  
Size in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Legal Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Subdivision Name (if applicable): \_\_\_\_\_

#### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

#### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### DEPARTMENT USE ONLY:

Case #: \_\_\_\_\_ Zoning Map#: \_\_\_\_\_ Supervisorial District: \_\_\_\_\_  
Date of Submittal: \_\_\_\_\_ TAC Date: \_\_\_\_\_  
Fees: \_\_\_\_\_ Accepted By: \_\_\_\_\_



## Planning & Development Department 2008 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off. Projects <u>WILL NOT be scheduled for a P&amp;Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner &amp; MCDOT signed final plat mylars must be received by the Planner at least three (3) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
January 15, 2008	November 5, 2007	November 9, 2007	December 6, 2007	January 2, 2008
February 5, 2008	November 19, 2007	<b>N/A</b>	<b>December 20, 2007</b>	January 16, 2008
February 19, 2008	December 3, 2007	December 7, 2007	January 3, 2008	February 6, 2008
March 4, 2008	December 17, 2007	December 21, 2007	January 17, 2008	February 20, 2008
March 18, 2008	January 7, 2008	January 11, 2008	February 7, 2008	March 12, 2008
April 1, 2008	January 22, 2008	<b>N/A</b>	<b>February 21, 2008</b>	March 26, 2008
April 15, 2008	February 11, 2008	February 15, 2008	March 13, 2008	April 9, 2008
May 6, 2008	February 25, 2008	February 29, 2008	March 27, 2008	April 23, 2008
May 20, 2008	March 10, 2008	March 14, 2008	April 10, 2008	May 7, 2008
June 3, 2008	March 24, 2008	<b>N/A</b>	<b>April 24, 2008</b>	May 21, 2008
June 17, 2008	April 7, 2008	April 11, 2008	May 8, 2008	June 4, 2008
July 1, 2008	April 21, 2008	April 25, 2008	May 22, 2008	June 18, 2008
July 15, 2008	May 5, 2008	May 9, 2008	June 5, 2008	July 23, 2008
August 5, 2008	May 19, 2008	<b>N/A</b>	<b>June 19, 2008</b>	August 6, 2008
August 19, 2008	June 23, 2008	June 27, 2008	July 24, 2008	August 20, 2008
September 2, 2008	July 7, 2008	July 11, 2008	August 7, 2008	September 3, 2008
September 16, 2008	July 21, 2008	<b>N/A</b>	<b>August 21, 2008</b>	September 17, 2008
October 7, 2008	August 4, 2008	August 8, 2008	September 4, 2008	October 1, 2008
October 21, 2008	August 18, 2008	August 22, 2008	September 18, 2008	October 15, 2008
November 4, 2008	September 2, 2008	September 5, 2008	October 2, 2008	October 29, 2008
November 18, 2008	September 15, 2008	<b>N/A</b>	<b>October 16, 2008</b>	November 19, 2008
December 2, 2008	September 29, 2008	October 3, 2008	October 30, 2008	December 3, 2008
December 16, 2008	October 20, 2008	October 24, 2008	November 20, 2008	December 17, 2008
January 6, 2009 (tentative)	November 3, 2008	November 7, 2008	December 4, 2008	January 7, 2009 (tentative)
January 20, 2009 (tentative)	November 17, 2008	<b>N/A</b>	<b>December 18, 2008</b>	January 21, 2009 (tentative)